

**Summary of the
Board of Directors Teleconference
November 19, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, November 19, 1998 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

Approval of Minutes and Review of Action Items

The minutes of the October 29, 1998 teleconference were approved. Action items from the last meeting and past meetings were reviewed for completeness.

Policy on Approval of Accrediting Authorities

Ms. Labie stated that some of the states attending the Quality Systems meeting asked that a policy/or information on what to expect in the audits be placed on the website. Ms. Jeanne Mourrain stated that the checklist is already on the website and that a roundtable is going to be held at the Interim meeting to discuss the audits that have been held. Also, Membership and Outreach are in the process of placing a list of most asked questions on the website.

Outreach of Small Laboratories

Ms. Labie reported that she had received feedback that the small laboratories were not getting the needed information concerning NELAC. The Board felt that states need to furnish this information to the laboratories within their state. There are resources such as the information on the website and the presentation by Chuck Wibby and Jerry Parr. Dr. Ken Jackson suggested writing a letter to the state representative to remind them about furnishing information to the small laboratories within their state. He agreed to take on this project.

Policy on Standardizing E-mail Attachments

Ms. Labie expressed concern regarding the different software being used to send e-mail messages and committee members inability to read some of the attachments. The Board felt that this issue should be addressed by each committee.

Interagency Task Force Methods Comparability Board -

Messrs. Herb Brass, Harold Ardourel and Merle Shockey gave an overview of the Methods and Data Comparability Board. One of the Board's focus will be on PBMS which NELAC is also addressing. Mr. Ardourel would welcome comments regarding their mission at the following e-mail address: ardourel@usgs.gov. Ms. Mourrain suggested that someone from the NELAC

Board of Directors might brief them on what NELAC is doing and, in turn, the Methods and Data Comparability Board might be willing to address the NELAC participants at the next annual meeting. Mr. Jerry Parr made a request that the Comparability Board furnish the ELAB PBMS Workgroup with a copy of their position paper and that they also attend the ELAB meeting at the Interim meeting. Mr. Shockley also announced that the USGS National Laboratory is preparing to become an NELAC accredited laboratory.

Policy on Revision of Standards

Dr. Jackson sent a revised version of the present policy to the Board members for comments. He is concerned that issues are being raised that have already been discussed and considered and that standards should not be revised arbitrarily. The new revised policy version was discussed. Ms. Mourrain offered to do a redline/strikeout comparing the version prepared by Dr. Jackson and the February 24, 1997 version and send it to the Board for comments. She asked that Board members copy every member with their comments and to send a "no comment" response if the person has no comments.

Miscellaneous

Dr. Jackson suggested that an organizational meeting which will include the committee chairs be held on December 17, 1998. He will notify them of the teleconference by e-mail.

Ms. Betsy Dutrow reported that she is working on the final schedule for the Interim meeting and will be contacting all the chairs about what they will be discussing. She reported that NELAC will be over on Wednesday afternoon, ELAB will meet on Thursday morning and there will be a roundtable discussion for potential accrediting authorities on Thursday afternoon.

Suburban Water Testing Letter

Dr. Jackson will draft a response to the Suburban Water Testing letter and will send a copy to all the Board members.

Accreditation of Laboratories - 2 year timeframe

Ms. Mourrain suggested referring the Accrediting Authority - two year timeframe issue to the Transition committee. Dr. Jackson stated that this has been done and is on the agenda for their next meeting.

Committee Liaison Reports

Ms. Finazzo reported that she participated in another On-site committee teleconference and they plan to put two prototypes on the bulletin board. She also reported that the length of the training will be discussed at the Interim meeting.

Ms. Betsy Dutrow reported that the PT Committee is now ready for the Interim meeting.

Dr. Jackson announced that NIST has notified PT providers that January 4, 1999 is the deadline for applying to be providers. Ms. Mourrain announced that a link is being put on the NELAC website to the NIST application.

Action Items
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Item No.	Action	Completion Status
1.	Ms. Dutrow is to check on the status of the response from OW to the Federal Register Notice on PT.	
2.	Dr. Jackson will write to each state representative reminding them to furnish their small laboratories with the needed information regarding NELAC accreditation. He will also prepare a generic letter to be sent with the application package.	
3.	Ms. Betsy Dutrow will make a note to invite someone from the Interagency Task Force Methods Comparability Board to make a presentation at the Annual meeting in Saratoga Springs.	
4.	Dr. Jackson, Ms. Mourrain, Ms. Batterton and Dr. Pearson will decide on the best way to communicate to the Interagency Task Force Methods Comparability Board what NELAC is doing.	
5.	The Board will provide comments to the Interagency Task Force Methods Comparability Board on their draft statement of mission and charter.	
6.	Ms. Mourrain will send a redline/strikeout version of the Policy on Revision of Standards to the Board members comparing the version Dr. Jackson sent out to the February 24, 1997 version.	
7.	Board members are to send their comments on the above document to all members. If a member does not have any comments, they are to send a "no comment" response. These are due by November 30, 1998.	
8.	Dr. Jackson will notify the committee chairs of the teleconference scheduled for December 17, 1998.	
9.	Dr. Jackson will prepare a response to the Suburban Water Testing Laboratory and send copies to each Board member.	

Action Items

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Item No.	Action	Date Completed
1.	Ms. Barbara Finazzo will contract Betsy Dutrow regarding the status of the Utah technical review.	Technical review will be forthcoming.
2.	Jackie Sample will draft a letter to NIST with comments on the Draft International Standards for Dr. Jackson's signature and she will copy all Board members.	Letter was drafted and distributed to Board members. It will be discussed at the Interim meeting. Ms. Sample will ask someone on the ISO Committee to speak at the Interim committee meeting.
3.	Ms. Carolyn Cross will check on having copies of the video sent to each Board member.	On-going
4.	Ms. Pauline Bouchard will invite Dr. Paul Kimsey to speak at the next teleconference on third party accreditors.	On hold until CA has some experience with third party accreditors.
5.	Ms. Carol Batterton will propose language changes to the policy on membership at the next teleconference.	Ms. Batterton will circulate the proposed change for comments.
6.	Dr. Ken Jackson will ask each of the committee chairs to respond to the comments made by VA, WEF. A copy of their response should be sent to the Board and to ELAB.	On going. A form letter acknowledging comments will be sent to commentors. Comments will be addressed in the committee minutes.
7.	Dr. Ken Jackson will set up appointments for Board members to meet with EPA Assistant Administrators Chuck Fox, OW, and Tim Fields, OSWER and Norine Noonan, ORD, during the Interim meeting.	On-going

Incomplete Action Items from Past Teleconferences

Item No.	Date of Teleconference	Action	Date Completed
13.	7/30/98	The Transition Committee will review and clarify the issue of supplemental requirements.	On going
14.	7/30/98	Betsy Dutrow will poll the chairs on the issue of moving the NELAC meeting cycle from Winter/Summer to Spring/Fall.	On going. Ms. Dutrow will put together a pro/con sheet on this issue. She will also check on hotel availability in the DC area in the spring.
15.	7/30/98	The issue of revising the voting process will be discussed in the next meeting.	On going
5.	8/27/98	Mr. Bob Runyon will send the Region 2 recommendation for compression of the time of training to the Board for comment.	Completed
7.	8/27/98	Ms. Mourrain will prepare a response to the other issues addressed in Dr. Bradford's letter.	On going (Fred Siegelman)
3.	9/24/98	Board members were asked to think about possible sources of funding for training curriculum development for assessors.	On going
5.	9/24/98	Dr. Jackson is to invite Mr. Herb Brass to give an overview of the Task Force on Monitoring Water Quality. He will also invite Mr. Joe Slayton and Mr. Steve Baker to listen to Mr. Brass' presentation.	Completed

**List of Participants
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Name	Affiliation	Telephone Numbers
Dr. Ken Jackson, Chair	NY Dept. of Health	Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Jim Pearson, Chair-elect	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton, Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
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Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
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Dr. Gary King Absent	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail: lglgking@nm.net
Ms. Silky Labie	FL Depart. of Environmental Protection	Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov

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Ms. Nancy Wentworth (Invited Guest)- Absent	USEPA, ORD	Tel: 202-564-6830 Fax: 202-565-2441 e-mail: wentworth.nancy@epamail.epa.gov
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